

no change in Class. ☐

☐ Declassified

Class. Changed to: TS S **C**

Next Review Date: _____

Auth.: HR 70-3

Date: _____ 13 DEC 1976

By: **015**

CONFIDENTIAL

JAN 25 1955

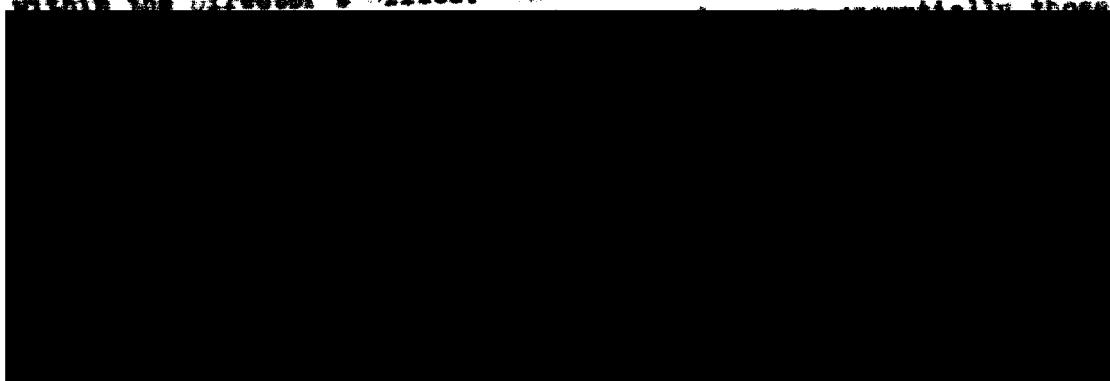
MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Additional Positions for the Office of the Director,
Central Intelligence Agency

REFERENCE: Memorandum from Chief, Management Staff to Deputy
Director (Administration) dated 28 June 1954,
subject: same.

1. Attached as Tab A is a memorandum dated 10 December 1954 from the Director of Security requesting the establishment of two additional positions in the Office of the Director.

2. These two positions of Security Assistants, Grade GS-9, are in addition to the two like positions previously established within the Director's Office. The duties involved, which are dis-



3. Attached as Tab B is the concurrence of the Assistant Director for Personnel. The Budget Division stated in memorandum of 20 January 1955, Tab C, that approval of this request will require a ceiling increase of two at an estimated cost of \$10,120 per annum. However, as six months of the fiscal year has passed, the increase for this fiscal year can be absorbed from funds already allocated to the Office of the Director.

4. Approval of this request will require an increase of two in the present personnel ceiling of the Director's Office. The annual estimated cost is approximately \$10,120. Your approval is recommended.

Chief, Management Staff

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ATTACHMENTS:

- Tab A - Proposal
- Tab B - Concurrence of AD/P
- Tab C - Concurrence of Budget Div.

APPROVED:

Date: JAN 27 1955

SIGNED

L. E. WHITE
Deputy Director
(Administration)

DISTRIBUTION:

- Orig. & 1 - Office of Personnel
- 2 - AD/A *✓ subject.*
- 2 - Office of the Director
- 1 - Director of Security
- 1 - Comptroller
- 1 - MS Comeback

MS/RKR:ee (24 January 1955) MS-344

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